

Part A: Office of the Secretary
Chapter AB: Deputy Secretary
Chapter ABC: Office for Intergovernmental Affairs

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ABC.00 Mission
ABC.10 Organization
ABC.20 Functions

ABC.00 Mission. The Director of the Office for Intergovernmental Affairs (IGA) serves as the principal advisor and Assistant to the Secretary and Deputy Secretary on intergovernmental affairs, with the responsibility for facilitating the coordination and implementation of Administration and Secretarial initiatives as they pertain to intergovernmental affairs at the headquarters, regional, State, tribal, local and community levels. The Director for Intergovernmental Affairs is the central point of reference in the Department for issues, problems and questions involving these matters. The Director for Intergovernmental Affairs provides leadership, coordination, evaluation, and administrative direction to the Regional Director; also provides general guidance and direction to the Office of Veterans Affairs and Military Liaison; and to special initiatives, such as, Human Service Transportation Coordination and the National Rural Development Partnership. As directed the Director provides coordination services for functions and activities of the Deputy Secretary.

ABC.10 Organization. the Office for Intergovernmental Affairs is under the direction and control of the Director for Intergovernmental Affairs, who reports directly to the Secretary and Deputy Secretary.

ABC.20 Functions. The Director for Intergovernmental Affairs undertakes a variety of assignments for the Secretary and Deputy Secretary on critical intergovernmental problems which are beyond the authority of the Regional Director or which cross program/agency/departmental lines. Advises on State, tribal and local impact of proposed Departmental action whether in legislation, regulation, or administrative decision. Serves as the point of contact between the Regional Directors (RDs) and the Secretary and Deputy Secretary. Responds to Secretarial initiatives having regional, State and local implications by directing the RDs to take specific actions. Ensures a full and timely opportunity for the RDs to contribute to the planning, development and implementation of Departmental policy. In consultation with OPDIV heads ensures the resolution of policy issues involving intergovernmental concerns of operating divisions and the regional offices. Resolves intergovernmental problems and situations that cut across the OPDIVs in headquarters and in the regions. Formulates and recommends Departmental policies on the delivery of services to States and communities. Serves as a focal point for coordinated HHS efforts to deal with community problems as a whole. Has primary responsibility to ensure consistency of approach, administration, and action of programs within HHS as they impact on state and local governments. Represents the Secretary and Deputy Secretary with officials of other Federal agencies, officials of State, tribal and local governments,

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and non-governmental organizations including national associations which represent State and local general purpose governments and relevant subdivisions in functions which cut across program lines. Develops strategies to strengthen intergovernmental relationships and collaborates with Governors, their key officials, county and city officials, on national goals and programs in health and human services. Serves as liaison with the White House on intergovernmental matters and concerns through the Assistant to the President for Intergovernmental Affairs. Under the Direction of the Director for Intergovernmental Affairs, the Office of Veterans Affairs and Military Liaison provides advice and counsel and appropriate information and liaison to the White House, the Secretary, and veteran's and military organizations and associations; develops initiatives within the Department to improve services to veterans and the military; and focuses health and human resources on the needs of all veterans and military families as part of a Health and Human Services/Department of Veterans Affairs/Department of Defense initiative to better serve their health and human service needs. Provides coordinative support relating to sick, disabled and disadvantaged veterans/military for research targeted toward specific areas. As directed, the Director IGA coordinates program and management functions and activities that the Deputy [[Page 24312]] Secretary is responsible for. The Director IGA represents the Department in special initiatives, such as the Human Services Transportation Coordination and the National Rural Development Partnership initiatives.